

A KEY TO EMPLOYEE EFFECTIVENESS: UNDERSTANDING ONE ANOTHER

OKLAHOMA NRCS-USDA ALL EMPLOYEES MEETING

April 26-28, 2004

Meridian Technology Center, Stillwater, Oklahoma

AGENDA

Monday, April 26, 2004

TECHNOLOGY CENTER AUDITORIUM

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| 11:00 – 12:30 | Registration | |
| 12:30 – 12:40 | <i>Why Are We Here?</i> | Joe Freeland Chair, OK NRCS Civil Rights Advisory Committee |
| 12:40 – 1:00 | Welcome and Introduction <i>Focusing on our Employees</i> | Darrel Dominick, State Conservationist |
| 1:00 – 1:30 | Oklahoma's Cultural Ambassador | Leona Mitchell New York Metropolitan Opera |
| 1:30 – 2:30 | <i>Who Moved my Cheese?</i> | Kimberlee Smithton, Director Small Business Management, High Plains Institute of Tech |
| 2:30 – 3:00 | Break | |
| 3:00 – 4:30 | <i>Ethics for NRCS Employees</i> | Brock Chalmers, Ethics Coordinator, Midwest Region |
| 4:30 – 4:35 | Announcements | Joe Freeland |

Tuesday, April 27, 2004

TECHNOLOGY CENTER AUDITORIUM

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| 7:30 – 11:15 | <i>Financial & Retirement Planning</i> | Judy Snow, Financial Planner |
| 11:15 – 12:00 | FREE Lunch | Speakers to be announced |
| 12:00 – 1:00 | <i>Diversity in Change...</i> | Byron Kunisawa, President Cultural Solutions, Oakland CA |
| 1:00 – 1:15 | Break | |

CONCURRENT BREAKOUT SESSIONS

There are 14 breakout sessions. The subjects for these breakout sessions were determined from the responses to the employee survey. Breakout sessions are:

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| <i>Project Management</i> | <i>How to Deal with Difficult People</i> |
| <i>Managing Stress for Managers</i> | <i>Managing Information and Work Flow</i> |
| <i>Powerpoint</i> | <i>Mentoring</i> |
| <i>Excel</i> | <i>Leading from the Front</i> |
| <i>Managing Electronic Files</i> | <i>Leading from Behind</i> |
| <i>Working with Digital Images</i> | <i>Teams</i> |
| <i>Composing Pictures</i> | <i>Promoting News</i> |
| <i>Learning How to FISH</i> | |

Look on the back of your name tag for the Breakout Sessions you are attending.

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| 1:15 – 2:00 | 1 st Breakout Session | |
| 2:00 -2:15 | Break | |
| 2:15 – 3:00 | 2 nd Breakout Session | |
| 3:00 – 3:15 | Break | |
| 3:15 – 4:00 | 3 rd Breakout Session | |
| 4:00 -4:45 | Learn about Professional Societies at the Skywalk (optional) | |

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Tuesday, April 27, 2004 (after hours--optional)

EMPLOYEE FRIENDSHIP CELEBRATION

Payne County EXPO Center

Barbeque begins at 5:30pm

Games begin at 6:30pm—Come and Cheer your Team!!

Wednesday, April 28, 2004

TECHNOLOGY CENTER AUDITORIUM

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| 7:30 – 8:00 | Announcements and Awards | Darrel Dominick or Joe Freeland |
| 8:00 - 10:00 | <i>Sexual Harassment</i> | Dr. Earl D. Mitchell, Jr, VP, Multicultural Affairs and Dr. Carolyn Hernandez, Dir. of Affirmative Action, OK State University |
| 10:00 – 10:30 | Break | |
| 10:30 - 10:45 | <i>Cooperating with Regional Universities</i> | Dr. John Hays, President SW Oklahoma State University |
| 10:45 – 11:15 | <i>Issue Management & Alternative Dispute Resolution</i> | Weldon Scheiffer, Dir. Institute for Issue Management and Alternative Dispute Resolution, OK State University |
| 11:15 – 11:30 | Break | |
| 11:30 – 12:15 | <i>I'm my own Grandpa</i> | Les Gilliam, The Oklahoma Balladeer |
| 12:15 – 12:30 | Closing Comments | Darrel Dominick |

HAVE A SAFE DRIVE!